



FRANKLIN NEIGHBORHOOD CENTER – MULTIPURPOSE ROOM

LOCATION: 1132 E. Montecito Street

HOURS: 8am – 10pm

PARKING: 38 spaces

AMPLIFIED MUSIC: Inside only – Until 10pm

KITCHEN: Available

TABLES: 26 (6') & 1 (8') Banquet Tables & 150 chairs

ELECTRICITY AVAILABLE: Yes

DESCRIPTION: Multipurpose Room

CAPACITY: 150

RESTROOMS: Yes

ALCOHOL PERMITTED: Beer and Wine Only (No glass bottles)

WATER AVAILABLE: Yes

KEYS REQUIRED: Facility monitor will open Building

Important Rules & Information

Reservations: Reservations must be made at least **14** working days prior to the event.

Payment: A minimum payment of \$200 (or the reservation fee, whichever is less) and the application fee of \$5 must be made at the time of the reservation. Balance is due **14 days** prior to the event.

Reservation Time: Reservation is limited to the length of time specified on the permit, including setup and breakdown.

Parking: Parking is available in adjacent parking lot.

Animals: Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e., guide dogs or signal dogs).

Audio-Visual Equipment: Projection screen available with prior approval.

Keys: Keys will no longer be checked out to patrons. Building monitors will open and close facilities for every event. Monitor fees must be paid in advance. Our offices are closed on weekends and holidays.

Chairs & Tables: Set up and tear down are the renter's responsibility, and chairs and tables must be returned to their proper areas before you leave.

Evening Groups: A monitor checklist will be filled out during your event. This checklist will determine the amount of your deposit refunded to you. For groups without deposits (non-profits, businesses), your next reservation may not be approved if checklist is less than satisfactory.

Last Out Secures Building: If your group is the last in the building, YOU are responsible for closing all windows, turning off all lights and locking all doors.

Cancellation Policy: A 90% refund (10% withheld) of the reservation fee will be given if the cancellation is received at least 10 working days prior to the use date. Security deposits will be refunded in full if conditions for refund are met. Application fees are not refundable. If you have made a partial payment and cancel, 10% of the reservation fee will be calculated and retained.

Security Deposit Return: Your deposit will be returned if the facility is clean and undamaged, all keys are returned and you met all the provisions of your permit. If not, part or all of your deposit will be retained. The deposit will be returned within 30 calendar days after the event. If the deposit was paid by credit card, the card will be credited. If you paid by cash or check, a check will be sent in the mail.

Important Phone Numbers:

Daytime problems: Franklin Neighborhood Center at (805) 897-2582.

Park Rangers & Park Monitor Hotline: (805) 897-1941

Emergency Services (for reporting after-hours emergencies like plumbing, electrical, unlock/lock up problems etc.): (805) 963-4286

As of 2/10/13

Rules and Regulations for Facility Use

1. Authorized permit holders agree to comply with and accept all policies, rules and regulations pertaining to the use of City property. Any violation of said policies, rules or regulations shall be cause for permit revocation and immediate departure from the facility. Authorized individuals or groups shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held in any City facility and agree to limit admission to stated capacity of the area or facility; and for the use of all properties or other resources thereon; and shall agree to be responsible for damages or mistreatment of any part of any part of the facility as indicated on the permit and to pay the cost of any repairs or replacement therefore.
2. All City ordinances must be observed, including smoking, sound and use of alcoholic beverages. After two (2) notices of noise complaints on said reservation date, event will be immediately closed down.
3. City reserves the right of full access to all activities at any time to insure observation of rules and regulations. Improper group or individual conduct or use of a facility may be a basis for denying future permits.
4. Permit holder shall not sell any alcoholic beverages on the premises of any City facility without prior approval from the Alcoholic Beverage Control Office, the Police Department and the Parks and Recreation Department.
5. City ordinance prohibits driving or parking of any motorized vehicle upon park property without advance approval from Parks and Recreation Director. Driving vehicles on park property will be cause for deducting a minimum of \$25 per vehicle from Security Deposit. Actual damages to the park will be charged over the \$25 minimum.
6. The municipal code restricts posting of handbills and posters on telephone poles, signposts and public property. Permission of the owner must be obtained to post materials on private property. Facility use permits are subject to cancellation WITHOUT A REFUND if the City's Sign Ordinance is violated.
7. Issuance of final permit may be subject to the applicant obtaining other permits, approvals or insurance as required, including, but not limited to, Police Special Events Permit, City Business Tax Compliance Permit, County Health Permit or Alcoholic Beverage Permit.
8. A ratio of one adult to each 25 young people (age 17 and under) must be maintained throughout the course of any facility use unless otherwise arranged in advance.
9. If issued, City keys shall not be duplicated and must be returned to 620 Laguna on the next working day after rental date. There will be a \$10 charge for each lost key.
10. No equipment or furnishings (tables, chairs, sound equipment, picnic tables, park benches, etc.) may be removed from the premises of indoor or outdoor facilities without permission of the Parks and Recreation Director. Indoor and outdoor decorations should be discussed when application is submitted.
11. Permit holders using facilities with kitchen must furnish dishes, silverware, cooking utensils, towels, soap, etc., and agree to leave premises in a clean and orderly condition, including the removal of all trash and garbage.
12. City is not responsible for lost or stolen articles.
13. Permit may be revoked or security deposit retained if application is found to contain false or misleading information or when applicant purposely omits pertinent information or exceeds the stated limits of the permit.